



# High School to College and Career Pathway: Post Secondary

|                  |  |  |  |
|------------------|--|--|--|
| <b>Region:</b>   | Central Region   | <b>Area of Study: Business Education</b>       |  |
| <b>District:</b> |  | <b>Pathway: Administrative Legal Assistant</b> |  |
| <b>School:</b>   |  | <b>College/Institution: Snow College</b>       |  |
| <b>Contact:</b>  | Darlene Wabel  | <b>Articulation Agreement ? Yes</b>            |  |
| <b>Phone:</b>    | 435-893-2257   | <b>Date: August 12, 2008</b>                   |  |
| <b>Email:</b>    | <a href="mailto:darlene.wabel@snow.edu">darlene.wabel@snow.edu</a> |  |  |

**Name of Degree or Certificate:** *AAS Administrative Legal Assistant (63.5 Credits Required)*

## Legend (CTE Course Type)

I= Introductory Classes

E = Elective Course

F = Foundation Course: (required)

A = Additional Articulated Course

## HIGH SCHOOL

## COLLEGE

|  |  | Core Code   | High School Suggested Academic Courses | H S Credit | Concurrent College | College Course # | College General Education Requirements | College Credit |
|--|--|-------------|--|------------|--------------------|------------------|--|----------------|
|  |  | 32020013110 | Business Communications 1 CE *         | 0.5        | 3                  | BT2200           | Business Communication                 | 3              |
|  |  | ENGL1410    | English Mechanics +                    | 0.5        | 3                  | ENGL1410         | English Mechanics                      | 3              |
|  |  | BMGT1320    | Applied Business Math +                | 0.5        | 3                  | BMGT1320         | Applied Business Math                  | 3              |
|  |  |             |  |            |                    |                  |  |                |

| CTE Pathway Course | CTE Course Type | CIP #   | High School Suggested CTE Pathway Courses   | H S Credit | Concurrent College Credit | College Course # | College Major Course Requirements | College Credit |
|--------------------|-----------------|---------|---|------------|---------------------------|------------------|-----------------------------------|----------------|
|                    |                 |         | <b>Foundation: 1 Credit Required</b>        |            |                           |                  |                                   |                |
| x                  | F               | 52.0511 | Business Communications I                   | 0.5        |                           |                  |                                   |                |
| x                  | F               | 52.0521 | Business Communications II                  | 0.5        |                           |                  |                                   |                |
| x                  | F               | 52.0419 | Computer Technology II                      | 0.5        |                           |                  |                                   |                |
| x                  | F               | 52.0471 | Word Processing                             | 0.5        |                           |                  |                                   |                |
|                    |                 |         | <b>Elective Courses: 2 Credits Required</b> | 0.5        |                           |                  |                                   |                |
| x                  | E               | 52.0312 | Accounting I                                | 0.5        |                           |                  |                                   |                |
| x                  | E               | 52.0322 | Accounting II                               | 0.5        |                           |                  |                                   |                |
| x                  | E               | 52.0451 | Administrative Procedures                   | 0.5        |                           |                  |                                   |                |
| x                  | E               | 52.0441 | Business Law                                | 0.5        |                           |                  |                                   |                |
| x                  | E               | 52.0211 | Business Management                         | 0.5        |                           |                  |                                   |                |
| x                  | E               | 52.0311 | Business Math                               | 0.5        |                           |                  |                                   |                |

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|             |   |         |   |     |     |          |  |           |
|-------------|---|---------|---|-----|-----|----------|--|-----------|
| X           | E | 52.0254 | Business Web Page Design                                      | 0.5 |     |          |  |           |
| X           | E | 52.0447 | Desktop Publishing I  | 0.5 |     |          |  |           |
| X           | E | 52.0457 | Desktop Publishing II   | 0.5 |     |          |  |           |
| X           | E | 08.0211 | Leadership Principles   | 0.5 |     |          |  |           |
| X           | E | 08.0708 | Marketing   | 0.5 |     |          |  |           |
| X           | E | 52.0461 | Word Processing Basics  | 0.5 |     |          |  |           |
| X           | E | 32.0199 | Student Internship (Critical Workplace Skills)                | 0.5 |     |          |  |           |
|             |   |         | <b>Special High School Program<br/>Application Required +</b> |     |     |          |  |           |
|             | A | BT1080  | 10-Key Data Entry +   | 0.5 | 0.5 | BT1080   | 10-Key Data Entry                                | 0.5       |
|             | A | BT1420  | Word Processing Basics +                                      | 0.5 | 3   | BT1420   | Word Processing                                  | 3         |
|             | A | BT1430  | Advanced Word Processing +                                    | 0.5 | 3   | BT1430   | Advanced Word Processing                         | 3         |
|             | A | BT2350  | Business Procedures +   | 0.5 | 3   | BT2350   | Business Procedures                              | 3         |
|             | A | BT2400  | Spreadsheets for Business +                                   | 0.5 | 3   | BT2400   | Spreadsheets for Business                        | 3         |
|             | A | BT2420  | Desktop Publishing +  | 0.5 | 3   | BT2420   | Desktop Publishing                               | 3         |
|             | A | BT2450  | Presentations for Business +                                  | 0.5 | 2   | BT2450   | Presentations for Business                       | 2         |
|             | A | BT2500  | Database for Business +                                       | 0.5 | 3   | BT2500   | Database for Business                            | 3         |
|             |   |         |   |     |     | BMGT1170 | Human Relations                                  | 3         |
|             |   |         |   |     |     | BMGT2150 | Business Ethics                                  | 3         |
|             |   | BT1700  | Professional Business Leadership +                            | 0   | 1   | BT1700   | Professional Business Leadership                 | 1         |
|             |   |         |   |     |     | BMGT1060 | Business Management Accounting                   | 3         |
|             |   |         |   |     |     | BMGT2050 | Business Law                                     | 3         |
|             |   |         |   |     |     | BMGT2650 | Principles of Management                         | 3         |
|             |   |         |   |     |     | BT2600   | Integrating Office Technology                    | 2         |
|             |   |         |   |     |     | BT2620   | Legal Office Procedures (even yrs)               | 2         |
| 40060013001 |   | CJ1010  | Intro to Criminal Justice                                     | 0.5 | 3   | CJ1010   | Intro to Criminal Justice                        | 3         |
|             |   |         |   |     |     |          | <b>Credit Hours from the following electives</b> | <b>11</b> |
|             |   |         |   |     |     | ACCT2010 | Financial Accounting (4)                         |           |
|             |   |         |   |     |     | ACCT2020 | Managerial Accounting (4)                        |           |
|             |   |         |   |     |     | BMGT1010 | Introduction to Business (3)                     |           |
|             |   |         |   |     |     | BMGT1210 | Personal Finance (3)                             |           |
|             |   |         |   |     |     | BMGT1270 | Sales and Customer Service (3)                   |           |
|             |   |         |   |     |     | BMGT2650 | Principles of Management (3)                     |           |
|             |   |         |   |     |     | BT1100   | Keyboarding Basics (1)                           |           |
|             |   |         |   |     |     | BT1120   | Keyboarding Skill Building (1)                   |           |

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|   |  |  |  |  |  |             |   |             |
|---|--|--|--|--|--|-------------|---|-------------|
|   |  |  |  |  |  | BT1500      | Computer Illustration for Business (3)                |             |
|   |  |  |  |  |  | BT1510      | Computer Image Editing (3)                            |             |
|   |  |  |  |  |  | BT1710      | PBL (2nd Semester) (1)                                |             |
|   |  |  |  |  |  | BT1997      | Cooperative Education (1)                             |             |
|   |  |  |  |  |  | BT1998      | Cooperative Education (1)                             |             |
|   |  |  |  |  |  | BT1999      | Cooperative Education (1)                             |             |
|   |  |  |  |  |  | BT2700      | PBL (3rd Semester) (1)                                |             |
|   |  |  |  |  |  | BT2710      | PBL (4th Semester) (1)                                |             |
|   |  |  |  |  |  | BT1010      | Introduction to Computers & Business Applications(3)  |             |
|   |  |  |  |  |  | BT2010      | Business Computer Proficiency (3)                     |             |
|   |  |  |  |  |  | COMM2110    | Interpersonal Communication (3)                       |             |
|   |  |  |  |  |  | COMM1020    | Public Speaking                                       |             |
|   |  |  |  |  |  | ECON2010    | Intro to Microeconomics (3)                           |             |
|   |  |  |  |  |  | ENGL2260    | Introduction to Technical Writing (3)                 |             |
|   |  |  |  |  |  | MATH1040    | Statistics (3)  |             |
| <b>Total potential credits earned in High School:</b> |  |  |  |  |  | <b>33.5</b> | <b>Total credits required for Degree/Certificate:</b> | <b>63.5</b> |

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